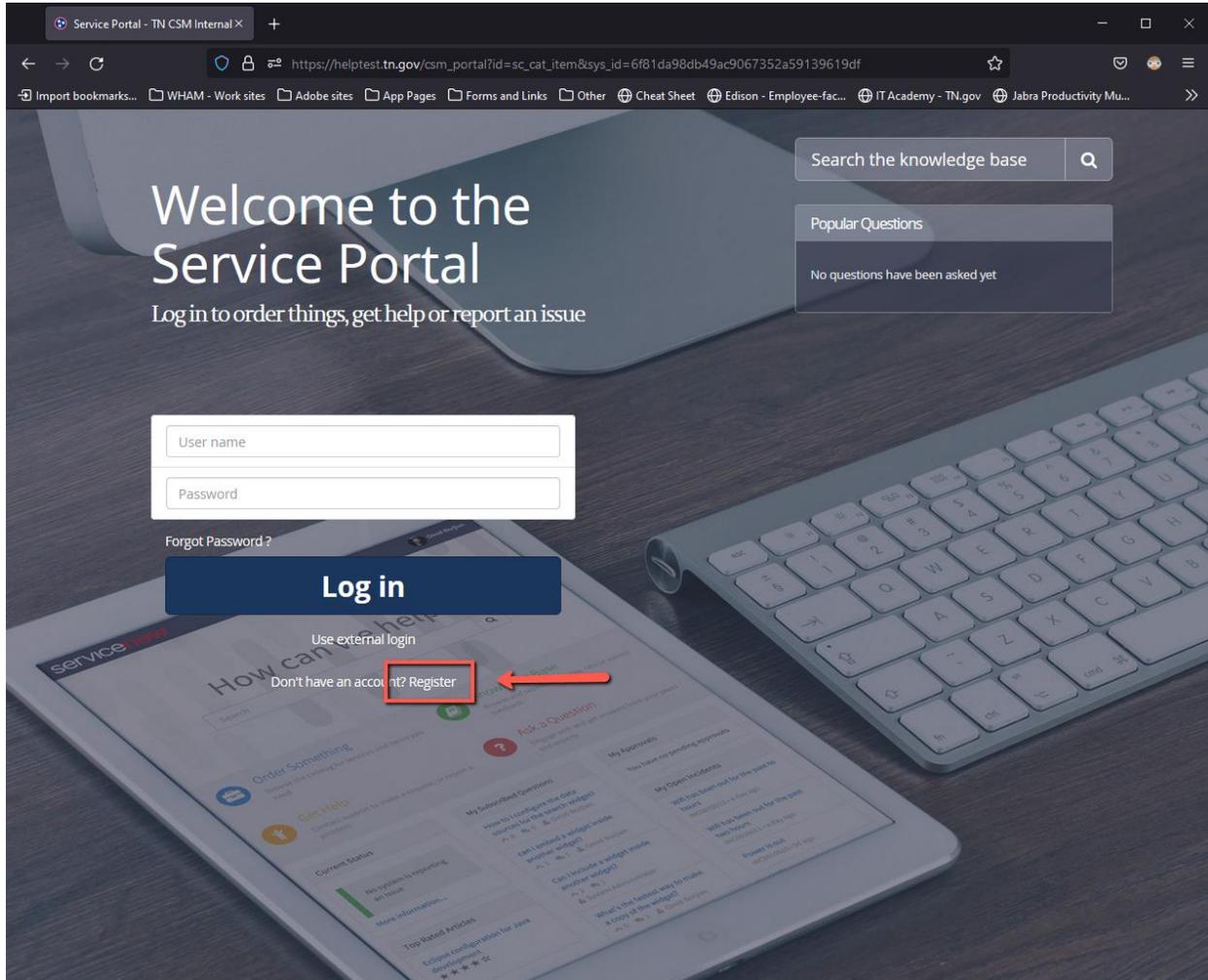


The first step in this process is to navigate to the 106 form [link](#). Returning users will be able to log in directly. First time users, however, will need to register. They can do so by clicking the “Register” link:



The registration form will prompt users for their first and last name, and an email address. They will also need to click the checkbox for the reCAPTCHA verification:

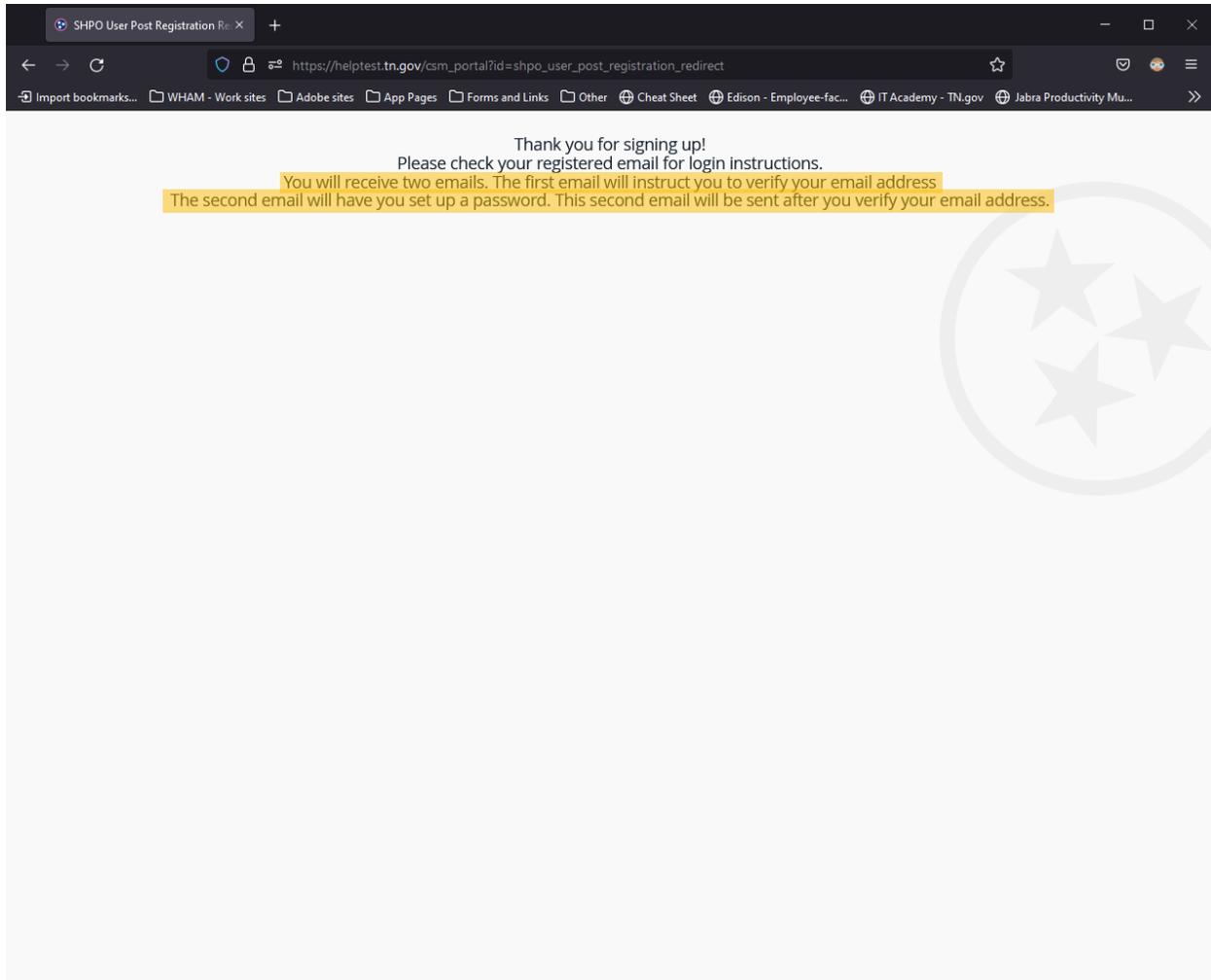
The screenshot shows a web browser window with the following details:

- Browser tab: User Registration - TN CSM Int...
- Address bar: [https://helptest.tn.gov/csm\\_portal?id=sn\\_user\\_registration&sys\\_id=1f79613bdd545103d314a28139619cd](https://helptest.tn.gov/csm_portal?id=sn_user_registration&sys_id=1f79613bdd545103d314a28139619cd)
- Bookmarks: Import bookmarks..., WHAM - Work sites, Adobe sites, App Pages, Forms and Links, Other, Cheat Sheet, Edison - Employee-fac..., IT Academy - TN.gov, Jabra Productivity Mu...

The registration form itself is titled "SHPO test user registration" and contains the following elements:

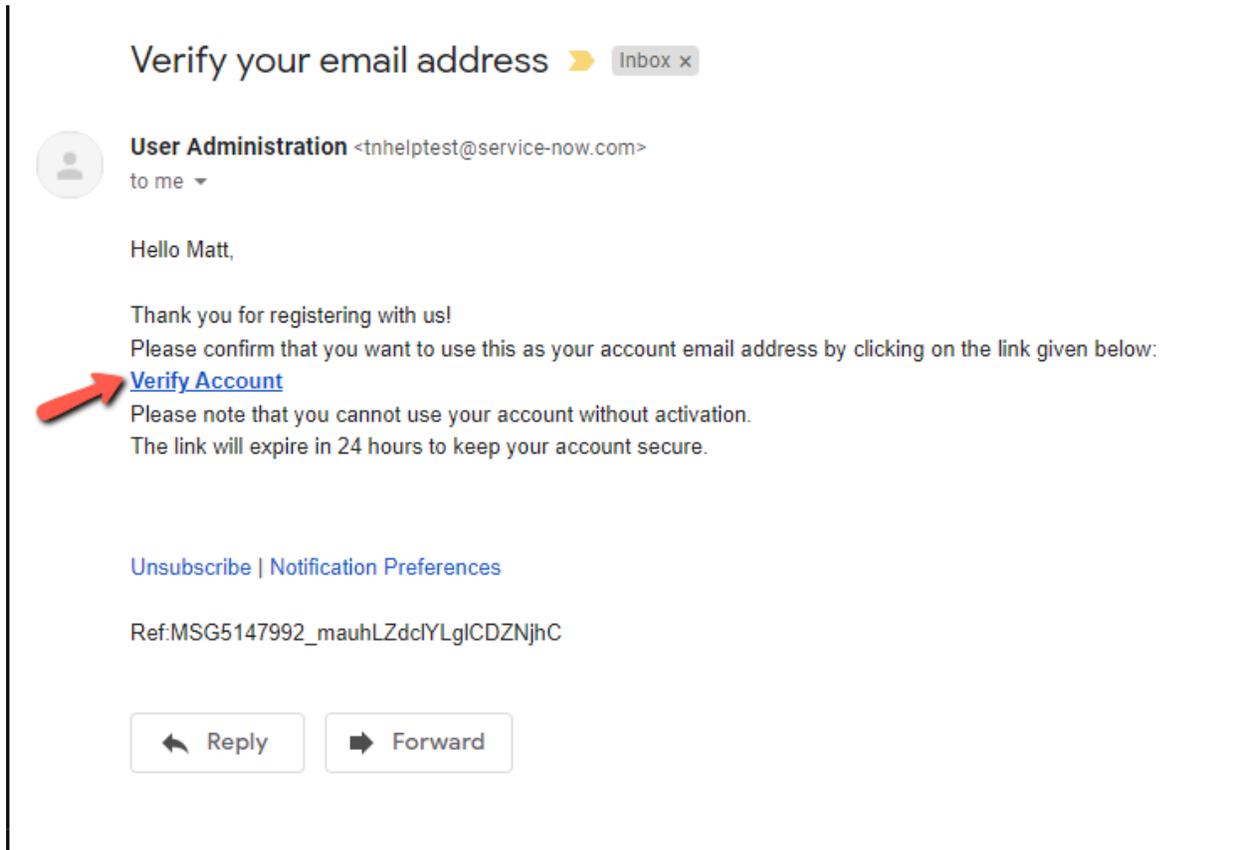
- Three required input fields: **\*First name**, **\*Last name**, and **\*Email**.
- A reCAPTCHA verification section with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo.
- A blue "Sign Up" button.
- A light blue box titled "Required information" containing three red labels: **First name**, **Last name**, and **Email**.

After clicking the “Sign Up” button, users will receive this notification. The key point to note here is that they will receive TWO emails in this process...one to verify their email address, and a second to create their password.

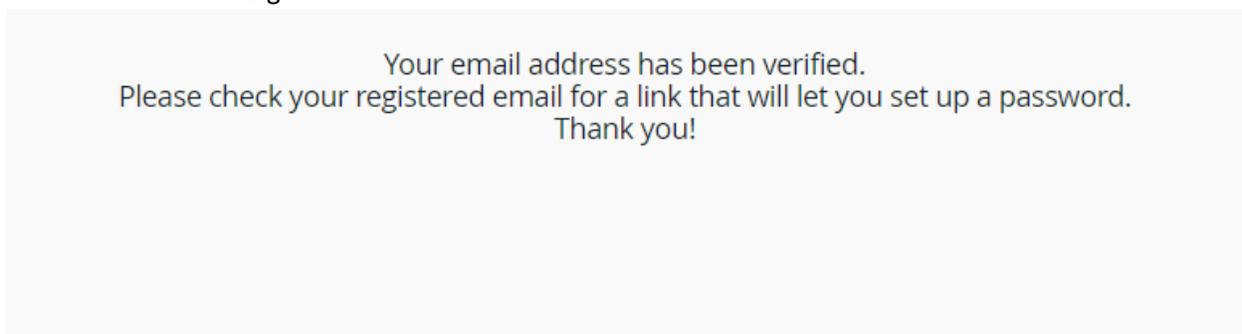


BlkahBlahB

Users will receive this email first. To confirm their email address and have the system generate a user account, they will click on the “Verify Account” link shown here:



A notification should appear in a new tab stating the account has been verified and reminding them of the second email being sent:



The second email will prompt users to set up their password. They can do so using the appropriately worded link shown here:

## Set a new password to access your account Inbox x



**User Administration** <tnhelptest@service-now.com>

to me ▾

Hi Matt,

Your user account is successfully created on TN CSM Internal.

Your user name is: [arseneau.matt@gmail.com](mailto:arseneau.matt@gmail.com)

Please set your password to access your user account by clicking on the link below.

[Set a new Password.](#)



Note: This link will expire in 12 hours.

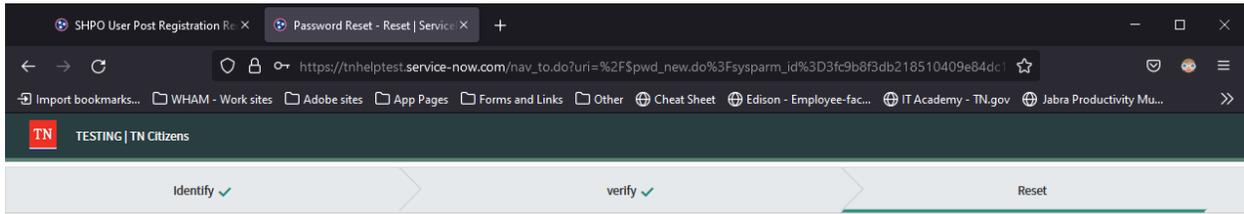
[Unsubscribe](#) | [Notification Preferences](#)

Ref:MSG5147993\_HNuUkrJbUgEtxXYwyepx

 Reply

 Forward

Password requirements follow State standards for complexity and security. After choosing a sufficient password, click on the “Reset Password” button:



**Reset Password**  
Account is not locked

\* New password   
Great

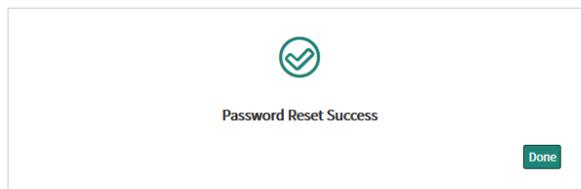
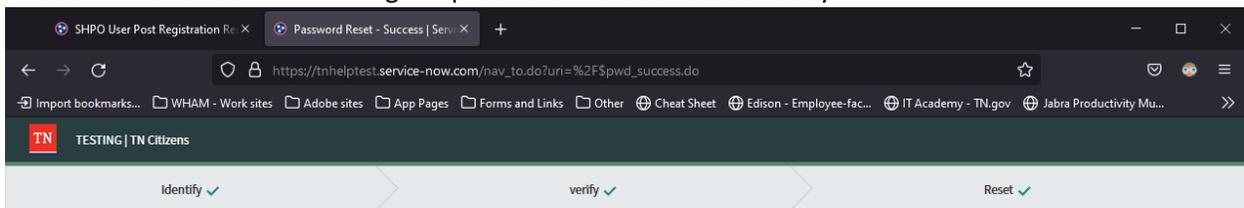
- Minimum 8 Characters
- Maximum 40 Characters
- At least 1 lowercase letter(s)
- At least 1 uppercase letter(s)
- At least 1 digit(s)
- At least 0 Special Character(s)

\* Retype password   
 Passwords must match  
 Show passwords

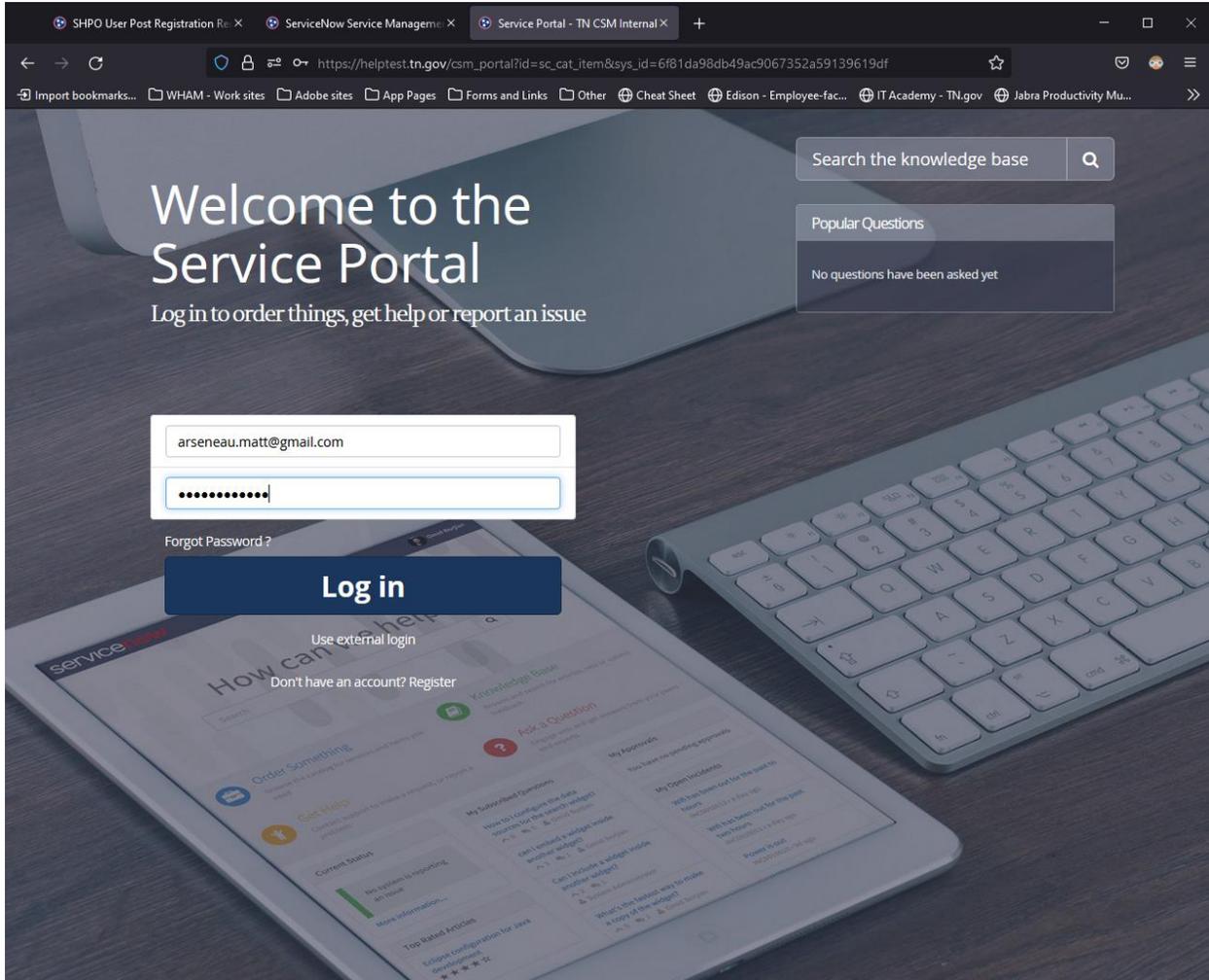
[Reset Password](#)



The confirmation screen showing the password has been set correctly:



After the registration process is complete, users will need to close out of the tab navigate back to the original 106 form [link](#) and log in. The username will be the email address they've verified, and they will use the password they just created:



If the registration process is successful, users will be redirected to the Section 106 form upon login. They will now be able to fill out the form and attach reports for submission.

SHPO User Post Registration Re... ServiceNow Service Managemen... Section 106 SHPO Review Infor... +

https://helptest.tn.gov/csm\_portal?id=sc\_cat\_item&sys\_id=6f81da96db49ac9067352a59139619df

Home > All Catalogs > CSM Service Catalog > TN Historical Commission >

Section 106 SHPO Review Information

## Section 106 SHPO Review Information

**Initial Submission Mandatory Attachments**

\*The attachments listed below are the bare minimum needed to initiate a Section 106 review. If these attachments are not included, your submission will be returned with a request for more information.

- Cover Letter with project location, federal agency involved, a detailed project description, any known historic resources within your Area of Potential Effects (APE), current and past land use within the project area, and an effects assessment if historic resources are present.
- USGS topographical map marked with the exact project location and APE.
- Aerial map marked with the project location and APE.
- Photographs of project site and surrounding area.

**You will add attachments at the end before submitting the form.**  
**All items marked with an asterisk \* MUST BE FILLED OUT before you can submit this form.**

Requestor Information

Submit

Required information

First Name Last Name